



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION

DON NELSON, **Chair**  
RICK WARD, **Vice Chair**  
JOHN COSTA  
RON LE DOUX  
ANDRAE RANDOLPH

**Monday – June 8, 2015**

Lori Walsh, Personnel Director  
Kellie Craig, Executive Secretary

## MINUTES

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**2:30 PM**

### **ROLL CALL**

Meeting was held at Placer County Administrative Center Tahoe City  
775 North Lake Blvd.  
Tahoe City, CA

Absent - Commissioner Costa

### **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

#### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Closed Session - Evaluation of performance of the Personnel Director and various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**3:00 PM**

### **OPEN SESSION**

**FLAG SALUTE** Led by Commissioner Nelson

#### **I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**

**Chair Nelson** announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957.1 Public Employee Performance Evaluations.  
**No action to report.**

#### **II. AGENDA APPROVAL**

Agenda modified to show that Chief Assistant Executive Officer Holly Heinzen was present to discuss HR Phase II Evaluation item under V. OLD BUSINESS A.1.

It was moved by **LeDoux** and seconded by **Ward** to approve the agenda as modified.

**Motion Carried Unanimously.**

#### **III. MINUTES OF PREVIOUS MEETING – May 11, 2015**

Chair Nelson approved the minutes as submitted.

**IV. PUBLIC COMMENT - None**

**V. OLD BUSINESS**

**A. Organizational Evaluation of Human Resources Functions- Phase II.**

1. Presentation by Chief County Executive Officer – Holly Heinzen regarding the HR Evaluation Phase II.

Thank you for having me here today on behalf of the County Executive Office to update you on the HR Evaluation. David Boesch was unable to attend because of another obligation.

David reported to you in November 2014 regarding Phase 1 of the HR Evaluation Study completed by the Mejandro Group. That study focused on our existing organizational structure and development of recommendations for a comprehensive approach of delivering HR services.

We have been working with the Personnel Director Lori Walsh, Commission Chair Nelson and Commission Vice-Chair Ward in looking at how to evolve Personnel into a full service Personnel Human Resources Department.

Currently we house a number of administering functions in two to three different departments including Organizational Development, Risk Management, as well as leave management (split between Personnel and Risk Management) and other workers compensation functions. We have found that we could have better integrated resources and have more of a one stop shop to better serve the public.

Moving forward to Phase II our goal is to develop a strategy for evolving into a more comprehensive department and helping to align our resources for a better fit to improve customer service.

Implicit in the effort the Board of Supervisors recognizes that the role of Civil Service Commission (CSC) will remain the same. The CSC existing authority and responsibilities will remain the same for a variety of reasons.

- County Charter stipulates the existence of the CSC;
- The Commission's functional scope is relied upon by the Board of Supervisors; and
- When you recognize that personnel-related functions salaries and benefits are a major cost driver in the County for almost half of our overall budget; and about 60% of our operating budget, the question that must be answered is how do we best manage our resources currently and on an ongoing budget and overtime?

With a comprehensive department it gives us a better opportunity to insure that we balance the roles and

responsibilities and requirements of the CSC. We will be better able to determine best practices in the industry, balanced with other fiduciary responsibilities in the County.

Phase II Human Resources Evaluation will be facilitated by Municipal Resources Group with Mary Egan who has worked extensively with Personnel in the past.

We do not think we need another study; we think there is enough aligned interest to see the importance insuring that pieces all work together. Her role will be much more of facilitation and developing the strategy to evolve our Personnel resources into a broader more comprehensive approach; and she will evaluate some of the findings and recommendations of the Mejandro Group to insure that we refine areas that were identified as concerns.

- A number of strategic planning groups are being formed and will begin to meet to address business process mapping, payroll administration, leave management coordination and benefits processing.

Good data is incredibly important as it confirms the Phase I study.

Policy Stakeholders that comprise the Advisory Committee include:

- Rick Ward
- Lori Walsh
- Senior HR staff
- Jeff Brown – HHS
- Ken Grehm – DPW
- Devon Bell - Sheriff

Strategic Plan Team members have also been identified to determine what activities staff undertake every day and the reason for operating in a particular way.

Commissioner Randolph asked about timelines to which Ms. Heinzen responded.

In terms of moving forward I see over the next 2 to 3 months the process mapping occurring, as well as some of the other research that the Municipal resources group has been working on.

In the next 4-10 weeks we will make sure that the Strategic Advisory Committee has some foundation information to start making some of those recommendations.

We will not be moving programs until either the final budget or towards the end of the calendar year. It may be approved by the Board of Supervisors in fall to early winter. The investigations function has already been moved.

Commissioner Randolph then asked whether there is a matrix that breaks down the functions such as fiduciary duties of Civil Service Commission vs Human Resources.

Ms. Heinzen stated there are regulations as articulated in the Charter and Chapter 3 and as delineated through various policies that have been enacted overtime; also the designated role of the Personnel Director and any other policies that may be applied.

Commissioner Ward commented that we have looked at the similar roles and responsibilities and expressed appreciation for Ms. Heinzen's presentation.

Commissioner Nelson commented when we look at all the other counties, are we taking into consideration the success and failures of other agencies; and have the same definition of best practices.

Ms. Heinzen stated that our end goal is all the same to have the best service delivery for the departments and County.

Commissioner Ward stated when moving into Phase II the stakeholders will be brought together to identify where the County programs should be located. It is my understanding that process is being driven by the stakeholders and is able to be customized.

## VI. NEW BUSINESS

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by **LeDoux** and seconded by **Randolph** to approve merit increases for classified employees.

**Motion carried unanimously.**

- B. Child Support Services – Request for Retroactive Non-Competitive Promotion for Verna Wiseman to the classification of Child Support Specialist II, effective March 21, 2015.

It was moved by **LeDoux** and seconded by **Randolph** to approve Child Support Services request for retroactive non-Competitive promotion for Verna Wiseman to the classification of Child Support Specialist II, effective March 21, 2015.

**Motion carried unanimously.**

- C. Community Development Resource Agency (CDRA) – Request to revise the Building Division Manager classification specification.

It was moved by **Ward** and seconded by **LeDoux** to approve Community Development Resource Agency's (CDRA) request to revise the Building Division Manager classification specification.

**Motion carried unanimously.**

- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Personnel.

It was moved by **LeDoux** and seconded by **Randolph** to approve Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Personnel.  
**Motion carried unanimously.**

**VII. COMMUNICATIONS** - Reports to the Commission are informational items only.  
**(No action will be taken)**

- A. Provisional appointment - None
- B. Staff reports and correspondence:
- Judy LaPorte has officially been appointed Assistant Personnel Director
  - Commissioner Nelson / Holly Heinzen / Jennifer Merchant discussed establishing a working group in Tahoe with roles and responsibilities of the staff to recruit and retain employees in the Tahoe region.
  - Tour of the Placer County Administrative Center Tahoe City facility today as provided by Planning Director Paul Thompson.
  - The new name of the Tahoe facility is now the Placer County Administrative Center – Tahoe City.
- C. Commissioner comments:
- Commissioner Nelson - Does CEO review and approve positions being reclassified. Is there a policy or procedure?

Ms. Heinzen – Reclassifications go through the budget process.

For years we have had reclassification recommendations go through the budget process. Once a year we would review through the budget process with the budget analyst and department for any fiscal clarification. It is an informational process now as reclassifications approved by CSC. We are looking at formalizing the reclassification process to go through the budget process to have a more thorough review.

In answer to your question – Yes, it would be an opportunity to provide a more comprehensive review. Our initiative will be to come back and work with departments once a year through the budget process.

Chair Nelson - Will we receive packets like the class study during the fiscal year? Please take into consideration our workload so we can schedule accordingly.

Ms. Heinzen – We will work with the Personnel Director to review potential requests of reclassifications; and what kind of packet will work for the CSC. Also how much time the Commission will need to go over the packets.

- Chair Nelson recommended that we change the meeting location in Tahoe from October to September due to potential weather conditions.

**VIII. ADJOURNMENT @ 4:10 PM**

There being nothing further to come before the Commission, it was moved by **LeDoux** and seconded by **Randolph** to adjourn the meeting.

The next special meeting of the Commission will be held on June 15, 2015 to hear appeals from the IT Classification Study. The meeting will be held in the Board of Supervisors Chambers @ 175 Fulweiler Avenue, Auburn, CA.

The next regular meeting of the Commission will be held on:

**Monday – July 13, 2015**

Placer County Personnel - Training Room  
145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603

**PLACER COUNTY CIVIL SERVICE COMMISSION**

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DON NELSON  
CHAIR

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KELLIE CRAIG  
EXECUTIVE SECRETARY